

METROPOLITAN SHREVEPORT ZONING BOARD OF APPEALS (ZBA)

505 TRAVIS STREET, SUITE 440, PHONE 318-673-6480
SHREVEPORT LA 71101

2016 ZBA APPLICATION FILING DEADLINE DATES:

Filing Date

January 12
February 9
March 8
April 12
May 10
June 14
July 12
August 9
September 13
October 11
November 8
December 13

Meeting Date

March 9
April 13
May 11
June 8
July 13
August 10
September 14
October 12
November 9
December 14
January 11, 2017
February 8, 2017

Any application not having all of the required information (please refer to ZBA Application) by 5:00 P.M. on the filing date will not be accepted by MPC staff.

It is recommended that you **schedule a pre-application meeting with an MPC Planner at least three weeks in advance of the filing deadline** in order to assess the accuracy and completeness of your request and required submittal documents. Failure to do so may result in a significant delay in scheduling your application for ZBA consideration.

ZBA APPLICATION FILING FEES:

	<u>CITY CASES</u> <u>FILING FEE</u>	<u>PARISH CASES</u> <u>FILING FEE</u>
Special Exception Uses	750.00	500.00
Special Exception Uses - Residential	500.00	350.00
Special Exception – Alcohol Related	1,200.00	750.00
Variances	450.00	300.00
Variance in Hours of Operation	550.00	300.00
Administrative Decision Appeals	650.00	500.00

The application filing fee is **non-refundable** unless the application is withdrawn within the same week it was filed. All withdrawals must be submitted in writing (letter or email) to the MPC Staff.

OTHER INFORMATION:

All ZBA Decisions are subject to Appeal to the appropriate governing body. A \$250.00 filing fee is required. The appeal period starts the day after the decision is made by the ZBA and runs for 10 calendar days.

CITY CASES: Appealed to the **City Council** at 505 Travis St., Suite 410
(4th Floor of Government Plaza). Please call 318-673-5262.

PARISH CASES: Appealed to the **Caddo Parish Commission** at 505 Travis St.,
Suite 110 (1st Floor of Government Plaza). Please call 318-226-6596.

Hours of Operation for Commercial Uses:

B-1	7AM to 7PM
B-2 (within 300' of residential)	7AM to 10PM
B-2 (not within 300' of residential)	7AM to 12 Midnight
B-3	7AM to 12 Midnight
SPI-3	7AM to 9PM

Alcohol Special Exception Uses: Applications requesting the sale and/or on-premise consumption of alcohol will not be accepted by the MPC, if a property is located near a protected use (church, school, playground, day care, etc..), until a measurement has been made by the Zoning Administrator to verify that the site is the appropriate legal distance from a protected use.

Expiration of Special Exception Uses: All special exception use approvals granted by the ZBA will become null and void, if the use has not begun to operate or develop on the subject property within one year of the date of the approval.

Variance Criteria: Exceptional narrowness, shallowness, or shape of a specific property, or exceptional topographic conditions, or other extraordinary and exceptional characteristics of a piece of property in which the strict application of any regulation of the Zoning Ordinance would result in peculiar and exceptional practical difficulties to, or undue hardship upon the owner of the subject property, the ZBA may authorize a variance, provided the regulation relief does not create substantial detriment to the public good and does not impair the intent and purpose of the Zoning Ordinance.